

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

MINUTES



For the Audit, Risk and Improvement Committee Meeting held on

17 June 2026

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Defamation – cl 14K *Local Government (Administration) Regulations 1996*

- (1) A local government is not liable to an action for defamation in relation to any of the following done by the local government as required or authorised under this Part —
- (a) publicly broadcasting a meeting;
 - (b) making a recording of a meeting;
 - (c) making a recording of a meeting publicly available;
 - (d) retaining a recording of a meeting or a copy of a recording;
 - (e) providing a copy of a recording of a meeting to the Departmental CEO.

Scope of Committee:

Regulation 16 of the Local Government (Audit) Regulations 1996 defines the functions of the audit committee as follows:

An audit, risk and improvement committee has the following functions —

- (a) to receive and review reports on, and recommend to the council actions to be taken in relation to —
 - (i) audits under Part 7 of the Act; and
 - (ii) compliance audits; and
 - (iii) reviews under regulation 17;
- (b) to otherwise receive and review reports on the appropriateness and effectiveness of, and recommend to the council improvements to, the local government's systems and procedures in relation to —
 - (i) financial management; and
 - (ii) legislative compliance; and
 - (iii) risk management;
- (c) to receive and review reports on, and recommend to the council improvements to, the implementation of any actions that the local government —
 - (i) is required to take under section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has otherwise decided to take in response to a report or recommendation referred to in paragraph (a) or (b); and
 - (iv) has stated it has done or proposes to do in written advice prepared under section 8.6(1)(a) or 8.23(4)(a);
- (d) any other function conferred on the audit, risk and improvement committee under these regulations or another written law.

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MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Independent Presiding Member as Chairperson, Mr D Barbour declared the meeting open at 2.30pm. The Chairperson alerted the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

Chairperson	Mr D (Daniel) Barbour
Councillors	Cr P (Peter) Denton Cr H (Harvey) Gillam Cr P (Perin) Mulcahy Cr DM (Daisy) Egerton-Warburton Cr JA (Jen) Quick Cr P (Peter) Beech
Acting Chief Executive Officer	Mrs JM (Jenny) Cristinelli
Manager of Finance	Miss CR (Chelsea) Paterson
Manager of Works	Mr L (Les) Vidovich
Governance Officer	Mrs RL (Renee) Dean
Executive Officer	Miss JL (Jo) Scott
Members of the Public	Nil

2.2 APOLOGIES

Cr C (Chelsea) Lange

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING – 18 March 2026

Moved Cr Denton, seconded Cr Quick that the minutes from the Audit, Risk and Improvement Committee Meeting held on 18 March 2026, be confirmed as a true and correct record.

CARRIED 7/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech,
Cr D Egerton-Warburton, Cr P Mulcahy, Mr D Barbour

AGAINST: Nil

4. GENERAL BUSINESS

4.1 NEW POLICY - POLICY 7.5 CAMPING AND TEMPORARY ACCOMMODATION PERMITS

RESPONSIBLE OFFICER:	Jenny Cristinelli – Acting Chief Executive Officer
REPORT AUTHOR:	Jo Scott – Executive Officer
FILE REFERENCE:	GO17
APPLICANT:	N/A
DATE OF REPORT:	9 June 2026
ATTACHMENTS:	Draft new policy 7.5

Purpose

The purpose of this report is for the ARIC to consider adopting new policy, Policy 7.5 Camping and Temporary Accommodation Permits, for inclusion into the Council Policy Manual to assist in determining applications for temporary accommodation.

Background

Reforms to the *Caravan Parks and Camping Grounds Regulations 1997* (Camping Regulations) came into effect on 1 September 2024. The reforms streamline the application process and provide increased flexibility for Local Governments to determine temporary accommodation on private property applications. (eg such as caravans and tiny houses on wheels).

Officer's Comment

Under the *Caravan Parks and Camping Grounds Regulations 1997*, a local government can consider applications to occupy a caravan or camp on private land.

Usually, a caravan or tiny home on wheels is the easiest form of temporary accommodation to place on the land under these approvals. Caravans or tiny homes on wheels are easily removable, if need be, with some already fitted with necessary health and safety facilities. Caravans and tiny homes on wheels are used by many people in Western Australia for a variety of reasons including:

- temporary housing following a natural disaster
- staying in a caravan or tiny home on wheels while building or renovating a permanent home
- seasonal worker housing
- support someone ageing-in-place
- for holiday-makers
- other personal circumstances
- addressing homelessness

It is important that caravans and tiny homes on wheels are used in a safe and healthy manner. If a local government grants an approval to camp, they may make it subject to health and safety conditions. For example, the local government may require the applicant to have sufficient power, water, sewage, and cooking facilities. The inclusion of this policy will give decision makers guidelines to assess applications and make informed decisions when determining each individual case, allowing for the imposition of condition on approvals as required.

The Minister for Local Government has the power to consider camping approvals in instances where a local government does not provide approval or revokes an approval. If the Minister provides an approval to camp, this cannot be revoked by the local government.

Statutory Environment

Caravan Parks and Camping Grounds Regulations 1997

Policy Applicable – Implications

This is a proposed new Policy.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are:

- Inadequate Environmental Management
- Errors, Omissions and Delays
- Failure to fulfil Statutory, Regulatory or Compliance Requirements

The **impacts** of the risk are: People, Non-Compliance, Property

The **consequences** of these risks are considered to be: Minor

The **likelihood** is: Unlikely

Hence the **risk rating** for this report is: Low

Risk mitigation includes providing guidelines to assist decision makers in the determining of applications for temporary accommodation or camping.

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership

Strategy 4.1: maintain a high level of corporate governance responsibility and accountability

Activities: 4.1.1 Provide strategic leadership and governance

4.1.2 Effectively represent and promote the Shire of Cranbrook

Strategy 4.2: maintain an effective organisation delivering community services

Activities: 4.2.1 Deliver appropriate services to our community

4.2.2 Provide a positive and safe workplace

Consultation

Consultation for this report included Environmental Health Officer, Dave Hadden, Town Planning Consultant Liz Bushby and Acting Chief Executive Officer, Jenny Cristinelli.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COMMITTEE DECISION

Moved Cr Mulcahy, seconded Cr Egerton-Warburton that the Audit, Risk and Improvement Committee recommends that Council adopt new policy, Policy 7.5 Camping and Temporary Accommodation Permits, for inclusion in Council's Policy Manual.

CARRIED 7/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech,
Cr D Egerton-Warburton, Cr P Mulcahy, Mr D Barbour

AGAINST: Nil

4.2	POLICY UPDATE – POLICY 4.8 PURCHASING
RESPONSIBLE OFFICER:	Jenny Cristinelli – Acting Chief Executive Officer
REPORT AUTHOR:	Chelsea Paterson – Manager of Finance
FILE REFERENCE:	GO17
APPLICANT:	Nil
DATE OF REPORT:	11 June 2026
ATTACHMENTS:	4.8 Finance - Purchasing Policy

Purpose

The purpose of this report is for the Council to consider an update to the Purchasing Policy. Shire of Cranbrook Policy Manual 2026, 4.8 Finance – Purchasing.

Background

Under Section 2.7(2b) of the *Local Government Act 1995* (the Act), the Council is to determine the Local Government's policies. Each year the Policy Manual is presented to Council for review with minor amendments. Where amendments are significant, or the policy is new then the policy will be included as an individual agenda item. These policies will guide the decision-making and actions of the Council, Executive Management Team and staff throughout the year.

Officer's Comment

The Executive Management Team and staff regularly review the current Policy Manual and, as a result, Council is periodically requested to consider and approve amendments and improvements to individual policies. During the latest review, it was identified that Policy 4.8 Finance – Purchasing grants authorising authority to the Shire Engineer. Following the recent organisational restructure, this role now reports to the Manager of Works and therefore no longer requires authorising authority, other than the ability to raise requisitions.

Statutory Environment

Section 2.7(2b) of the *Local Government Act 1995*, states that:
The Council is to determine the Local Government's policies.

Policy Applicable – Implications

This report proposes a change to the Purchasing Policy to align the authorising of expenditure to be approved by a Manager.

Financial Implications

There are no financial implications for this report.

Risk Implications

The risks associated with matters in this report are varied and include:

- Misconduct
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Inadequate Engagement Practices
- Inadequate Asset Sustainability Practices
- Ineffective Employment Practices

The **impact** of the risk is Non-Compliance

The **consequences** of these risks are considered to be Moderate

The **likelihood** is Unlikely

Hence the **risk rating** for this item is Low

Risk mitigation includes:

- Councillors having a clear understanding of the content of all policies, including the attached purchasing policy; and
- The successful execution of policies by the Management Team and staff.
- Review of the Policy Manual, when necessary, throughout the year.

Council Plan 2025-2035 Reference

The 2025-2035 Shire of Cranbrook, Council Plan states that:

Key Pillar: 4 Leadership

To demonstrate and partake in strong government and leadership:

Strategy 4.1: maintain a high level of corporate governance responsibility and accountability.

4.1.1 Provide strategic leadership and governance

Consultation

Consultation for this report included the Management Team, Executive Officer and Shire staff.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION/COMMITTEE DECISION

Moved Cr Quick, seconded Cr Denton that the Audit, Risk and Improvement Committee recommends that Council adopt the revised Shire of Cranbrook 4.8 Finance - Purchasing Policy, as attached.

CARRIED 7/0

FOR: Cr J Quick, Cr P Denton, Cr H Gillam, Cr P Beech,
Cr D Egerton-Warburton, Cr P Mulcahy, Mr D Barbour

AGAINST: Nil

5. CLOSURE OF MEETING

There being no further business to discuss the Chairperson, Mr D Barbour, declared the meeting closed at 2.35pm.